

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST <div style="text-align: center;">Mexico City</div>	2. AGENCY <div style="text-align: center;">Department of State</div>	3a. POSITION NO. <div style="text-align: center;">312801 A52-734</div>
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. A52-708 Deputy Motorpool Supervisor (Title) _____ (Series) FSN-6 (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Florida Regional Center	Motor Pool Supervisor 1005	7		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Deputy Motor Pool Supervisor	7. NAME OF EMPLOYEE
8. OFFICE/SECTION <div style="text-align: center;">U.S. Embassy Mexico City</div>	a. First Subdivision <div style="text-align: center;">Management Section</div>
b. Second Subdivision <div style="text-align: center;">General Services Office</div>	c. Third Subdivision <div style="text-align: center;">Motor Pool</div>
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Motorpool Deputy Supervisor plans, directs and coordinates motor pool daily operations and maintenance for State's vehicle fleet of 86 motor vehicles. Supervises and assigns daily work schedules for 23 full-time FSN drivers. The motorpool receives approximately 600 requests in a month requiring the incumbent to set complicated schedules and priorities.

14. MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinates available GOVs and **driving assignments for motor pool employees on a daily basis**, ensures completion of tasks and makes adjustments as necessary for 40 agencies serviced at Post with over 600 requests a month. Directly manages day-to-day operations of Embassy Motor Pool, directly supervising 23 drivers and a fleet of 83 vehicles to ensure that all requirements of Post are fully anticipated and met. (50%)

2. Ensures motor pool employees perform **daily checks of GOVs** to make sure they are operating properly and contain assigned equipment. Ensures motorpool employees adhere to the Department of State and Embassy regulations, such as no cell phone use while driving and mandatory wearing of seat belts at all times. Determines if drivers and vehicles are suitable, able and safe to drive each day (10%)

3. Responsible for verbal counselling of supervised employees, as needed, to improve **performance** and conduct – recommends disciplinary actions when necessary – advises employees on possible career development – makes recommendations for promotions, trainings, and awards. Approves leave requests by motor pool employees ensuring adequate number of drivers available for daily driving assignments and during future VIP visits (10%)

4. Serves as dispatcher to motor pool drivers and contract drivers during **high level visits**, providing planning and guidance to motorcade movements – on average 4-5 A/S and above level visitors a month. Supports all official visitors, including cabinet-level, congressional delegation (CODEL) and White House visits. Administration and reconciliation of daily motor pool expenses. Reconciles bills received from gas stations and passes to supervisor for approval. Estimates cost of supporting other agency requests and official visits by providing costs of overtime, mileage, tolls, etc. (5%)

5. Recommends to Motorpool supervisor when **contract vehicles and drivers** are needed and coordinates with procurement on contracts so that Embassy needs are met and USG regulations are followed. Serves as a BPA caller for transportation services rental and vehicle maintenance companies. (5%)

6. Serves as **acting motorpool supervisor** in the absence of the motorpool supervisor. Manages Motorpool emergency response in supervisor's absence (5%)

7. Delivers **Smith safe driving training** (holds trainer certification). (5%)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:

Two years of University studies

b. Prior Work Experience:

At least 2 years of administrative, office or clerical work as well as a minimum of 3 years of no accident driving experience. Plus at least one year of supervisory role directing 10 people or more.

c. Post Entry Training:

Smith System Safe Driving instructor certification. Armoured Vehicle Driver Training Program (AVDTP) course sponsored by Bureau of Diplomatic Security.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

e. Job Knowledge:

General of knowledge of State Department operations in Mexico. Local traffic laws in Mexico City and surrounding areas. Familiar with 14 FAM and 14 FAH dealing with operation and acquisition of government motor vehicles. POSHO safety requirements, State Department-wide and Mexico City specific, BPA call training and record-keeping. Certified SMITH System training instructor

f. Skills, and Abilities:

The motor pool deputy supervisor ensures that all reports on vehicle maintenance, mileage, fuel consumption, trip tickets, plus the daily automobile inspections are properly carried out, noted, and recorded in the appropriate electronic systems. Administration and reconciliation of daily motor pool expenses. Reconciles bills received from gas stations and passes to supervisor for approval. Prepares monthly record of vehicle operation costs. Estimates cost of supporting other agency requests and official visits by providing costs of overtime, mileage, tolls, etc for requesting fundsites. Must be able to lift 25 lbs.

16. POSITION ELEMENTS:

a. Supervision Received:

Directly reports to the motor pool supervisor. Receives guidance from the Assistant General Services Officer for Logistics, who acts as the reviewing officer for this position. Must be able to exercise independent judgment in setting work priorities and to work with little supervision.

b. Supervision Exercised:

23 drivers directly reporting to the Deputy Motorpool Supervisor. Supervises all motor pool operations in the absence of the motor pool supervisor. Ensures all drivers complete annual physical exam and are fit and able to perform duties each day. Decides when drivers are not able to provide safe services, notifies A/GSO and Motorpool Supervisor of any management action required, and re-organizes the schedules to account for dismissed drivers.

c. Available Guidelines:

Comprehensive knowledge of SHEM guidelines and driver guidelines in 14 FAM, Department of State regulations in the use of government property and assets. Post management procedures and policies on the use of overtime and government assets. Pertinent FAM guidelines and training materials and manuals. Mexican driving laws.

d. Exercise of Judgment:

Must possess the ability to deal with various situations independently and trouble-shoot as necessary. Must prioritize daily requests for vehicles, schedule drivers, track and plan regularly scheduled and preventative maintenance and repair for a fleet of 83 GOVs. Must set priorities daily and direct subordinates to ensure smooth motor pool operations. Responsible for ensuring that drivers follow USG regulations concerning the operation of GOVs.

e. Authority to Make Commitments:

Commits Embassy drivers and vehicles to specific assignments.

f. Nature, Level and Purpose of Contacts:

Daily contact with senior Embassy officers and other Embassy personnel, visitors.

g. Time Expected to Reach Full Performance Level:

One year.